



# CAREER EXPLORATION At a Glance

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## COVID-19 DDA Services Appendix K

*Temporary changes, effective March 13, 2020*

### Service Delivery Flexibilities

- May be provided in a variety of settings such as residential sites, family homes, and other community settings
  - Suspend six hour minimum for services - May bill for the entire day if provide the person with, at minimum, one hour of cumulative supports during that day
  - Personal care assistance may comprise the entirety of the service when the person is unable to attend work, as appropriate
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### Staffing Flexibilities

- Staffing ratios may be exceeded due to staffing shortages
  - May be rendered by relatives or legally responsible individuals  
(including spouses and parents of minor children)
  - Expedited onboarding with only essential training required prior to supporting people
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### Service Authorization Flexibilities

- May be provided any day of the week and exceed eight hours a day and 40 hours per week within a person's authorized budget
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### Retainer Payments

- Add COVID-19 Retainer Payment at up to 80% of the rate:
  - Traditional Service Delivery Model: Up to 18 days - Self-Directed Services: Up to 108 hours
- DDA will share guidance on documentation and billing guidance for retainer days

**Visit our website for additional COVID-19 resources:**

[https://dda.health.maryland.gov/Pages/DDA\\_Appendix\\_K.aspx](https://dda.health.maryland.gov/Pages/DDA_Appendix_K.aspx)

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**Have questions? Email them to:** [dda.toolkitinfo@maryland.gov](mailto:dda.toolkitinfo@maryland.gov)

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